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WAR FOOD ADMINISTRATION

Food Distribution Administration Washington 25, D. C.

Cetion

August 19, 1943

## SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement K

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Use of Standard Contract Conditions

Supplement J of this series provides for the inclusion of the following statement in each announcement and offer form:
"Standard Contract Conditions (Form FDA-474) is incorporated herein by reference and is made a part hereof".

Since these instructions were issued, a number of purchases have been made wherein the regular announcement and offer form was not used. As a result, negotiations were completed without all of the necessary conditions being included.

In the future, if a contract is not predicated upon the terms of an announcement or offer form containing Standard Contract Conditions 474, the above reference to Standard Contract Conditions shall be made in the acceptance.

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